

TITLE: Risk Program Manager

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DEPARTMENT: City Attorney's OfficeREPORTS TO: City AttorneySUPERVISES: NoneDEFINITION:

Administers the risk management program for the City including risk identification and evaluation, loss prevention and control, claims management and settlement, and risk financing.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Coordinates and administers risk management plans by developing and implementing program plans, policies, goals, and objectives. Develops administrative and operating procedures and budgets; monitors expenditures.

Administers and audits safety training programs. Provides staff support to the Safety Committee.

Conducts inspections to evaluate compliance with safety standards, fire codes, etc. Analyzes risks and recommends solutions and alternatives to minimize those risks.

Evaluates insurance coverages; identifies and assesses liability concerns and exposure and claims loss statistics and trends.

Manages contract between the City and third party administrator for workers' compensation claims to assure timely resolution of claims. Monitors and investigates workers' compensation issues and reviews case outcomes.

Manages contract between City and the third party administrator for general liability claims. For claims not referred to third party administrator - administers, investigates and adjusts claims. Coordinates investigations and assists with litigation.

Reviews City contract language and insurance requirements on contracts, bids, and requests for proposals in order to protect the financial resources of the City.

OTHER JOB FUNCTIONS

Develops and maintains systems and records that provide for proper evaluation, control and documentation of assigned functions.

Recommends and implements procedures, and practices to assure efficient and effective risk management activities in compliance with City goals and objectives.

Resolves inquiries, complaints, problems, or emergencies affecting the availability or quality of service which have or may result in property damage or injury.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or working at a computer terminal. When conducting site investigations and audits, employees may be exposed to noise, dust, mud, smells, construction activities, varying and extreme weather, accident scenes and traffic. Physical exertion may be required to lift books, files and manuals weighing less than 10 lbs.

QUALIFICATIONS:Knowledge of:

- Practices, principles, and procedures of risk management and analysis, loss control, and contract administration.
- Principles and practices of legal liability, insurance, and self-insurance.
- Legal requirements, regulations, and OSHA laws applicable to area of assignment.
- Claims adjustment and investigation practices and procedures and Oregon workers' compensation processing requirements.

Ability to:

- Plan, organize, and administer the risk management and contract administration programs.
- Identify potential loss exposure and make recommendations for cost effective mitigation.
- Maintain complex and specialized records.
- Prepare and present training programs and materials.
- Communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, contractors, and the public.
- Physical ability to perform the essential duties of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Associate degree in Risk Management, Health, or related field and four years progressively responsible experience in risk management, claims administration, or workers' compensation.

Licenses, Certificates, and Other Requirements

Valid driver's license

Approved: 7/1/94

Revised:

Union Code: NR

FLSA Status: EX